



City of Santa Barbara  
Planning Division

## Modification Hearing Submittal Requirements

Community Development  
630 Garden Street  
(805) 564-5578



The following information **is required** before a modification request can be scheduled before the Modification Hearing Officer:

### 1. Pre-Application Consultation Is Needed For Staff To Determine If The Project Requires One Or Both Of The Following:

- Review by the Architectural Board of Review (ABR) or Historic Landmarks Commission (HLC) and/or,
- The preparation of an Archeological Study

If your project requires ABR or HLC, only concept review is need prior to submitting for your modification. If an Archeological Study is needed it must be completed and approved by the HLC prior to submitting for your modification.

### 2. Completed Master Application Form:

- Signature of Property Owner
- Name, Address (include Zip Code) & phone number of Owner and Agent - give a numbered address [not "the corner of \_"]
- Complete project description (detailed description in letter)
- Square footage, number of existing and proposed structures, number of existing and proposed units
- Lot size
- Land Use Zone and Assessor's Parcel Number
- Approval(s) requested

### 3. Letter From Applicant:

- Must include a statement describing each request
- Must provide a justification statement for each request
- Must provide a statement describing the benefits of the project
- Please refer to the attached sample letter for clarification

### 4. Photographs:

- Current photographs of the site from the street and the area where the modification is being requested, showing adjacent uses and structures

## **5. Site Plans:**

- Three (3) copies folded to 8 1/2" x 11"
- North arrow
- Land Use Zone
- County Assessor's Parcel Number
- Vicinity map
- Location of all existing and proposed structure(s)
- Floor plan of proposed structures, showing access
- Dimensions of the property and all buildings
- Setbacks from property lines to all structures on the property
- Distance between existing & proposed buildings
- All fences, walls and hedges and indicate heights

## **6. Elevation Plans:**

- Three (3) copies folded and attached to site plans
- Views from all sides of the building(s) involved in the project
- Heights of building(s) involved in the project
- Heights of fences, hedges and walls

## **7. Certified Property Owners List:**

- Provide the Certified Property Owners List Affidavit
- Provide gummed labels with names of property owners within the required distance from the subject property, in accordance with the Certified Property Owners Check List

## **8. Architectural Board Of Review/Historic Landmarks Commission:**

- Provide evidence of earlier review or approvals from the ABR/HLC, if applicable

## **9. Submittal Timeline:**

Once the application and all the accompanying material have been reviewed and found to be complete and an environmental determination has been made, the request will be scheduled for the next available hearing date.

## **10. Fees:**

Fees are to be paid in the amount indicated on the Fee Resolution adopted by the City Council.

## **11. The Meeting Agenda:**

The owner and/or agent will be sent an agenda and legal notice containing the hearing date and time.